

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

September 23, 2008

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TITLE: Regional Administrator
Southwestern Region IV - **extended closing date**

POSITION NO: 22230

LOCATION: Child & Family Services Division, Helena

STATUS: Full-Time/Permanent

UNION: Non

PAY GRADE: Pay Plan 20, Pay Band 7

STARTING SALARY: \$49,502 - \$61,878 annually. Depending on qualifications and internal equity.

SUPPLEMENT: Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, October 1, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: The names of the applicants for this position are subject to public disclosure. References may be checked with other community agencies in addition to professional work references. Extensive travel required. High degree of conflict and stress are inherent in the position. Frequent contact with emotional, angry, and hostile clients regarding very complex, emotional issues.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES: The southwestern region of the Child & Family Services Division consists of 12 counties with regional headquarters in Helena. Services provided by the division include child protective services, foster care, guardianship and

adoption services, in-home services for children and families, independent living services for youth transitioning out of foster care, and licensing services for family foster homes and child placing services. Duties include program administration; evaluating the needs of the region with regard to services, staffing, budgeting, and support; implementing programs and activities associated with the needs identified; representing the division for the acquisition of services and the interaction with providers and agencies; interaction with the judicial system, county attorneys, and other branches of state/local governments; providing final approval for children's placements and adoptions; identification of needed statutory amendments preparatory to the Executive Planning Process and legislative session; and assuring staff and service compliance with the Federal Adoption and Safe Families Act and the Indian Child Welfare Act (ICWA).

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of theories, principles, practices of social services delivery, planning, program development, and administration; management theories, principles, and practices; for-profit and not-for-profit entities and their operations; labor management relations; fiscal and budgeting practices; and federal programs such as Title IV-E and IV-A funding, Medicaid, SSI, SSD, and the requirement to access funding from these programs.

Skills: Skill in oral and written communication; public relations; budget preparation and administration; contract negotiation; and conflict resolution.

Abilities: Ability to provide positive team leadership; work well as part of a team to follow and implement both divisional and regional goals; mediate and resolve conflict; communicate effectively at all levels of the organization; provide constructive input into policy and procedure changes; cooperate with other members of the division management team, supervisors, work units, and offices; work well under stressful conditions; correctly interpret and apply policy and law as relating to child protective services; make timely decisions; adjust to multiple demands, priorities, ambiguity, and change positively; and work effectively within a variety of situations, individuals, or groups.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in human services, or public/business administration **AND** eight years of progressively responsible professional experience in human services including five years of supervisory/management experience **OR** a Master's degree in same fields as above **AND** six years of progressively responsible professional experience in

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human services including five years of supervisory/management experience. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this

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document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Regional Administrator, Southwestern Region IV

Position: #22230

Location: Child & Family Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. The Regional Administrator is responsible for overseeing a complex organization, comprised of multiple work units in geographically separate locations, with approximately 65 FTE and an annual administrative budget of about \$3.8 million. The programs operated by the division are often controversial and have a frequent element of conflict. Please describe how your education and professional experiences have prepared you to assume management responsibilities of this magnitude.
2. The child protective service is responsible for working with children who have been subjected to or may be at risk of abuse or neglect. The child welfare system is a complicated system, involving social work and family resource work within the organization, and working with outside agencies such as mental health agencies, county attorneys, and the district courts. Please describe how your professional experiences have prepared you to assume a leadership role in the child protective services field.